

National Oceanic and Atmospheric Administration

Policy Directive A-1

February 3, 2004

Information Technology

Office Automation Standard

NOTICE: This publication is available at: <http://www.cio.noaa.gov>

Office of Primary Responsibility: NOAA CIO Office

Certified by: NOAA CIO Council

Type of Issuance: Final

Effective Date: December 31, 2004

1. Policy: The standard electronic file interchange format for NOAA administrative business processes is .doc for word processing documents, .xls for spreadsheets, and .ppt for general presentation graphics. Finished documents may also be interchanged in the .pdf format.

2. Scope: This policy applies to documents produced through internal NOAA administrative processes. This policy does not apply to externally directed communication, such as Web publications, and in particular to operational scientific and technical documents.

3. Responsibilities: The NOAA Chief Information Officer shall be responsible for implementing and managing the NOAA Office Automation Standard in consultation with the NOAA CIO Council.

- Ensure that the capability to produce documents in .pdf format is available to NOAA employees and computers.
- Each NOAA Line Office CIO shall be responsible for file interchange compatibility by ensuring that currently supported versions of office automation software are available.
- Ensure purchased through NOAA approved acquisition contract vehicles.
- The CIO Council will maintain approval authority for modification of this standard.
- NOAA CIO may grant a waiver to this policy on business processes that cross Line Office boundaries if a consensus is reached by all organizations involved.
- NOAA CIOs may grant a waiver to this policy for business processes in their Line Office.

4. Purpose and Authority: The purpose of this Directive is to establish a National Oceanic and Atmospheric Administration (NOAA) policy for Office Automation. Authority is derived from the duties and responsibilities assigned to the CIO by NOAA.